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EXTRACT FROM
MINUTES OF DEPUTY DIRECTOR *for* SUPPORT

STAFF MEETING

10 April 1957

The Director desires that any correspondence prepared for his signature, in reply to letters he receives, be on his desk within twenty-four hours after he releases a letter for reply. This will require handcarrying and expeditious action by each Office and Staff Chief. However, exceptions may be requested for certain categories of correspondence or specific letters requiring extensive processing for the preparation of replies.

STATINTL

to me
by 
4/8/57
~~CONFIDENTIAL~~
[Handwritten signature]